

COMMON VICTUALLER LICENSE

If any physical changes planned in restaurant, please submit three sets of plans. One to be a 8 1/2 x 11, if possible.

Also, a letter from previous licensee stating that he will be willing to surrender license if and when one is granted to the new applicant. (sample attached)

Please submit hours and days of opening as well as the menu.

If applicant is incorporated, please submit a copy of the Articles of Organization and fill out attached Vote of Corporation.

Applicant and anyone listed on front of application will be required to complete the attached interview form and submit it with three (3) letters of reference each.

A Litter Letter (sample attached) is required describing specifics of how trash will be handled.

Fee of \$225.00 must be submitted with the application and is non-refundable.



COMMON VICTUALLER FEE SCHEDULE:

Selectmen: License

Common Victualler, \$225.00

Building Department: Certificate of Inspection

Common Victualler, \$100.00

Fire Department: Inspection fee

<i>1 - 50 seats</i>	<i>\$40</i>
<i>51 - 100 seats</i>	<i>\$80</i>
<i>101 - 150 seats</i>	<i>\$120</i>
<i>151 - 200 seats</i>	<i>\$160</i>
<i>201 or more seats</i>	<i>\$200</i>

TOWN OF BROOKLINE

APPLICATION

OFFICE OF THE SELECTMEN

COMMON VICTUALLER

DATE _____

LOCATION _____

APPLICANT _____

NAME OF INDIVIDUAL, PARTNERSHIP OR CORPORATION

BUSINESS TELEPHONE _____

D/B/A _____
BUSINESS OWNERSHIP

NAME OF INDIVIDUAL OWNER, PARTNER OR CORPORATE PRESIDENT AND RESIDENCE _____

NAME OF PARTNER OR CORPORATE VICE PRESIDENT AND RESIDENCE _____

NAME OF PARTNER OR CORPORATE TREASURER AND RESIDENCE _____

HAVE YOU PREVIOUSLY HELD A COMMON VICTUALLER LICENSE IN BROOKLINE
OR ELSEWHERE: _____ IF SO WHERE? _____

WHAT YEARS AND WHAT ADDRESSES: _____

IF NOT PREVIOUSLY LICENSED, HAVE YOU HAD AND PRIOR EXPERIENCE IN THE FOOD
SERVICE BUSINESS: _____

CURRENT HOURS OF OPERATION:

DAY _____

TO _____

TO _____

TO _____

PROPOSED HOURS OF OPERATION:

DAY _____

TO _____

TO _____

TO _____

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APPLICANT _____
COMMON VICTUALLER

CURRENT MENU (GENERAL TYPE OF FOOD SERVED)

PROPOSED MENU

FLOOR SPACE: CURRENT _____ SQ. FT.
 PROPOSED _____ SQ. FT.

SEATING CAPACITY CURRENT _____
 PROPOSED _____

PARKING AREA CAPACITY (IF ANY) CURRENT _____ SPACES
 PROPOSED _____ SPACES

NUMBER OF EMPLOYEES: CURRENT: _____ PROPOSED: _____

HOME TEL. NO. _____
(SIGNATURE OF APPLICANT – INDIVIDUAL, CORPORATE OFFICER, PARTNER)

HOME TEL. NO. _____
(OTHER PARTNER'S SIGNATURE OR OFFICER)

HOME TEL. NO. _____
(OTHER PARTNER'S SIGNATURE OR OFFICER)

_____ 20

At a meeting of the Board of Directors of

_____ held at _____ on _____ 20

it was duly voted that the Corporation apply to the Licensing Board for the Town of
Brookline for a _____

for the year _____ to be exercised on the premises located at _____

_____ 'VOTED: To authorize _____ to sign
the application for the license in the same name of _____
_____ and to execute in its behalf any
necessary papers, and to do all things required relative to the granting of the license."

This Corporation has _____ been dissolved.

A TRUE COPY

ATTEST _____

CLERK

RENOVATION FORM

PLEASE DESCRIBE IN DETAIL EXACTLY WHAT RENOVATIONS WILL BE MADE, DATE AND SIGN THIS FORM.

1.

2.

3.

4.

5.

6.

DATE

SIGNATURE OF APPLICANT

S-A-M-P-L-E

DATE _____

Board of selectmen
Town Hall
Brookline, Massachusetts 02445

Gentlemen:

RE: Common Victualler License
Name
Address of licensee (s)

Upon the granting of a Common Victualler License to (name of applicant), I (We) the undersigned, and the licensee(s) of the above restaurant, will surrender our Common Victualler License to (name of applicant) if, and when, one is issued to him.

Very truly yours,

SIGN & TYPE NAME

SIGN

TYPE NAME

LITTER LETTER

FOR FOOD VENDORS AND COMMON VICTUALLER LICENSES

According to the Town of Brookline Bylaws, Article XXXV, Section 7.

"No license shall be issued under this Article until the applicant submits a plan acceptable to the Licensing Authority that establishes procedures and requirements for the control and elimination of litter. The plan must set forth requirements for the pick-up and disposal of litter resulting from or generated by the sale of food under the license."

The following is an EXAMPLE of a plan that would be acceptable to the Licensing Authority

- (a) that it will provide, install and maintain two litter receptacles, or as many as the Board of Selectmen may require outside its store.

Depending on the suitability thereof, the receptacles will be either attached to free standing poles in front of the store location or will be trash barrels, lined with a plastic line, which barrels will be placed outside the entry way of each store;

- (b) each store will have a trash barrel located inside the store so that litter may be deposited therein and a conspicuous sign will be placed near the check out instructing people to use the litter containers;
- (c) each store manager will be instructed and required to inspect the trash containers at least twice a day and more often if conditions warrant and to empty said containers as required;
- (d) each store manager will be instructed and required to inspect and sweep the outside area of each store-- this includes the sidewalk and gutters and to sweep and pick up any and all trash and litter as conditions require;
- (e) all litter, from whatever source collected, will be bagged and placed into the trash that is normally associated with the stores' regular business activities and removed on a regular basis by a commercial trash collector;
- (f) all dumpsters shall be kept closed and secured with a lock device to insure that they shall remain closed when not in use.

LICENSE INTERVIEW FORM

TYPE OF LICENSE APPLYING FOR: _____

NAME: _____

HOME ADDRESS: _____

TELEPHONE: _____

PLACE OF BIRTH: _____ DATE OF BIRTH: _____

ARE YOU A CITIZEN: YES _____ NO _____ ALIEN CARD # _____

FATHER'S NAME: _____ MOTHER'S MAIDEN NAME _____

VETERAN: YES _____ NO _____

RESIDENCES: (DATE AND PLACE)

1.

2.

3.

4.

EDUCATION: (DATE AND PLACE)

1.

2.

3.

4.

EMPLOYMENT: (DATE, PLACE, POSITION)

1.

2.

3.

4.

PLEASE SUBMIT THIS FORM WITH THREE LETTERS OF REFERENCE.

SIGNATURE: _____ DATE: _____

LICENSE INTERVIEW FORM

TYPE OF LICENSE APPLYING FOR: _____

NAME: _____

HOME ADDRESS: _____

TELEPHONE: _____

PLACE OF BIRTH: _____ DATE OF BIRTH: _____

ARE YOU A CITIZEN: YES _____ NO _____ ALIEN CARD # _____

FATHER'S NAME: _____ MOTHER'S MAIDEN NAME _____

VETERAN: YES _____ NO _____

RESIDENCES: (DATE AND PLACE)

1.

2.

3.

4.

EDUCATION: (DATE AND PLACE)

1.

2.

3.

4.

EMPLOYMENT: (DATE, PLACE, POSITION)

1.

2.

3.

4.

PLEASE SUBMIT THIS FORM WITH THREE LETTERS OF REFERENCE.

SIGNATURE: _____ DATE: _____

STEPS FOR COMPLETING THE DESIGN REVIEW PROCESS FOR SIGNS

A. Inquiry

Come to Town's Building and Planning Departments to acquaint yourself with applicable building codes, sign regulations, design guidelines and review procedures. Booklets on the design of signs and guidelines for using neon and logos are available in the Planning and Building Departments.

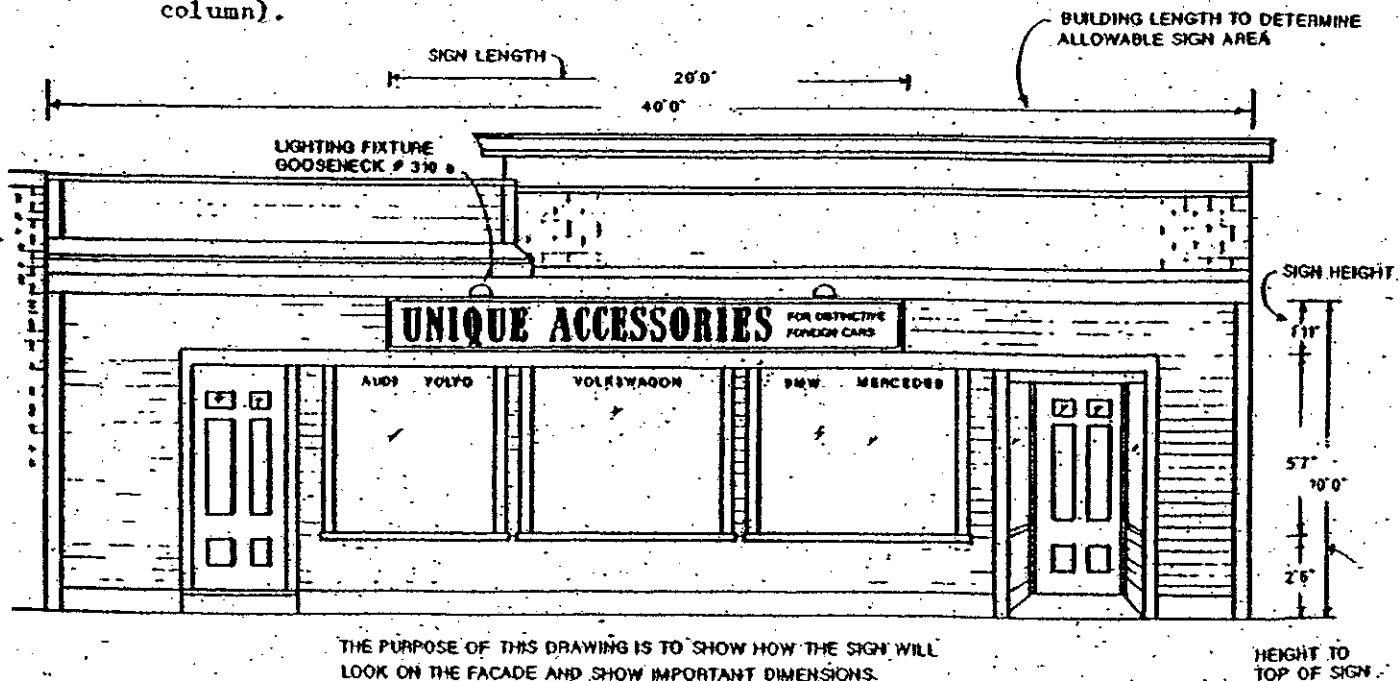
B. Design

With the above advice in mind, design your proposal. The Planning staff can assist you if necessary.

C. Application to the Building Department

Requirements are:

1. Application including name, address and phone number where you can be reached during the day. Please include the owner's name, address and phone number if you are the contractor.
2. Payment of Fee
3. Three (3) copies of measured and dimensioned drawings of building elevation at $1/4" = 1' 0"$ scale showing existing building with sign located on it as shown. Please include dimensions to the top of the sign and the frontage on the street. (If your storefront shares a column with the adjoining store, measure to the middle of the column).



- 4 Three (3) copies of sign with exact lettering style and size at 1/2" = 1' 0" or 1" = 1' 0". Indicate how the sign is lighted, and the colors of the background and lettering. Paint color swatches.

UNIQUE ACCESSORIES

FOR DISTINCTIVE
FOREIGN CARS

15" CLEARFACE HEAVY COVER
PAINTED WHITE WITH GOLD

GOLD FRAME
GREEN BACKGROUND, PANTONE 56*

NOTE: WINDOW LETTERING AS SHOWN
5" HELVETICA MEDIUM, PAINTED

5" HELVETICA MEDIUM
LETTER STYLE
PAINTED WHITE

METAL SIGN BOLTED
INTO CLAPBOARD WITH
3/8" 2V 2" LAG BOLT

3 SETS, 1/2" INSTALLATION CLIPS
FIRST SET 1/2" FROM EACH END

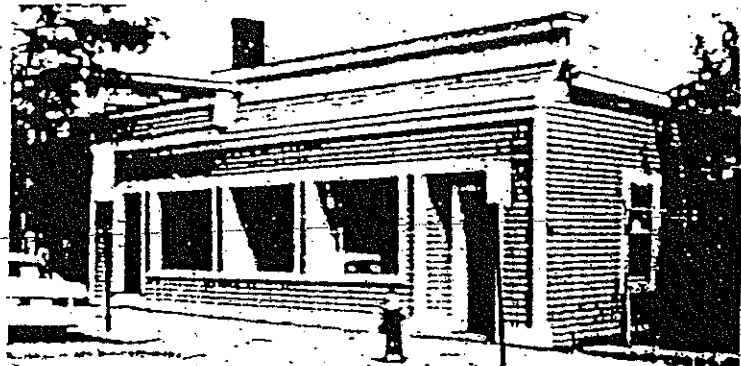
CROSS-SECTION DETAIL OF
SIGN ATTACHMENT

1/2" - 1' 0"

- 5 Three (3) copies of site plan showing attachment of sign.

- 6 Three (3) copies of site plan, at 1" = 20' 0", if required.*

- 7 Two (2) copies of color photograph showing existing building "head-on", and a portion of the adjacent surroundings as shown. Photo must be good quality (in focus, good lighting, good representative color, etc.)



Upon completion of the above requirements, your proposal will be referred to the Planning Board for review. Submission must be made at least 12 days prior to a scheduled public meeting. A staff person will contact you to discuss any proposed changes. At the meeting the Planning Board and staff will discuss the proposal. Modifications may be made at this time and incorporated as part of the approval.** The Planning Board will send its report to the Building Commissioner within 30 days of the time it receives the proposal. A copy of the approval will be sent to you. Any conditions listed on the bottom of the report must be followed. Failure to do this makes the sign illegal.

D. Pick up permit from Building Department

E. Proceed with sign construction and installation

(Be sure to use a licensed sign contractor)

* A site plan is required if the application is for a project in which on-site features are changed, such as for free-standing signs.

** If you object to the Planning Board's conditions of approval or disapprovals,

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.

* Signature of Individual

By: Corporate Officer

** Social Security # Voluntary
or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

ENTERTAINMENT LICENSE

FEE - \$125.00 FOR RADIO, TAPED MUSIC AND MUZAK

\$225.00 ALL OTHER FORMS OF ENTERTAINMENT

SUNDAY ENTERTAINMENT - LIVE ENTERTAINMENT, JUKE BOX, AND DANCING
REQUIRES A SUNDAY ENTERTAINMENT LICENSE ALSO. THE FEE IS FOR THE
STATE AND IS DETERMINED BY THE HOURS AND FORM OF ENTERTAINMENT.

RADIO, TELEVISION, MUZAK AND TAPED MUSIC DOES NOT REQUIRE A
SUNDAY ENTERTAINMENT LICENSE.

TOWN OF BROOKLINE

OFFICE OF THE SELECTMEN

LICENSE APPLICATION OF PUBLIC AMUSEMENT, ENTERTAINMENT AND
EXHIBITIONS

TO: THE BOARD OF SELECTMEN

IN ACCORDANCE WITH THE PROVISIONS OF c. 140, s. 181 (*183a) OF THE GENERAL LAWS, THE UNDERSIGNED HEREBY APPLIES FOR A LICENSE FOR THE FOLLOWING FORM (FORMS) OF PUBLIC AMUSEMENT OR EXHIBITIONS TO BE EXERCISED ON THE PREMISES LOCATED AT: _____

1. RADIO _____ TELEVISION _____ JUKE BOX _____ MUZAK _____ TAPED MUSIC _____
TIME: FROM _____ TO _____
2. MOVIES _____
TIME: FROM _____ TO _____
3. DANCING _____ (PUBLIC _____ /PRIVATE _____)
TIME: FROM _____ TO _____
4. INSTRUMENTAL MUSIC _____ KIND OF INSTRUMENTS _____
MAXIMUM NUMBER AT ONE TIME _____ TIME: from _____ to _____
5. VOCAL MUSIC _____ MAX. NO. OF VOCALISTS _____ TOTAL AT ONE TIME _____
6. EXHIBITIONS _____
Consisting of _____
7. FLOOR SHOW _____
Consisting of _____
8. SIGNATURE OF APPLICANT _____
Individual, Corporation Officer or Partner
9. CORPORATE NAME _____ D/B/A _____
10. BUSINESS ADDRESS _____ TELEPHONE _____
11. HOME ADDRESS _____ TELEPHONE _____

-S.183A Applies only to Innholders, Common Victuallers and Food Vendors